

Textbook & Stationery Distribution Monitoring

(Ensuring timely distribution, vendor follow-up for new admissions/late joins, and updated issue records)

MONITORING CHECKLIST

Textbook & Stationery Distribution

1. Pre-Distribution Planning

- ☐ Final class-wise book list approved
- ☐ Stationery list finalized
- ☐ Vendor order placed on time
- ☐ Delivery schedule confirmed
- ☐ Buffer stock arranged (for new admissions)
- ☐ Class-wise packaging completed
- ☐ Distribution schedule prepared
- ☐ Staff assigned for monitoring

2. Vendor Coordination

- ☐ Purchase order issued
- ☐ Delivery timeline agreed in writing
- ☐ Partial delivery tracked
- ☐ Delays communicated immediately
- ☐ Follow-up calls/emails documented
- ☐ Replacement of damaged/missing books requested
- ☐ Updated stock statement received from vendor

3. Distribution Process

- ☐ Class-wise distribution schedule followed
- ☐ Student-wise issue register maintained
- ☐ Signature obtained from student/parent
- ☐ Books checked before issuing
- ☐ Stationery kits verified
- ☐ Late admissions tracked separately
- ☐ Absent students list prepared

4. Monitoring for New Admissions & Late Joins

- ☐ Daily updated list of new admissions
- ☐ Vendor informed about additional requirement

- ☐ Books reserved for confirmed admissions
- ☐ Immediate issue upon joining
- ☐ ERP updated for new entries
- ☐ Parent confirmation received

5. Record Maintenance

- ☐ Class-wise issue register updated
- ☐ Stock register updated
- ☐ Pending distribution list maintained
- ☐ Shortage report prepared
- ☐ ERP/Inventory system updated
- ☐ Final reconciliation completed

6. Compliance & Verification

- ☐ No student without complete book set
- ☐ No delay beyond specified timeline
- ☐ Damaged books replaced
- ☐ Vendor invoice verified
- ☐ Payment processed as per delivery

TEXTBOOK & STATIONERY DISTRIBUTION REPORT FORMAT

School Name: _____

Academic Session: _____

Distribution Period: _____

Report Prepared On: _____

Prepared By: _____

1. Objective

The objective of monitoring textbook and stationery distribution was to ensure timely issuance to all students, avoid delays, coordinate with vendors for new admissions and late joins, and maintain accurate issue records.

2. Vendor Details

Vendor Name: _____

Order Date: _____

Expected Delivery Date: _____

Actual Delivery Date: _____

Delivery Status:

☐ On Time

☐ Delayed (Reason: _____)

3. Class-Wise Distribution Status

Class	Total Students	Books Issued	Stationery Issued	Pending	Completion %
KG					
I					
II					
III					
IV					
V					
VI					
VII					
VIII					
IX					
X					
XI					
XII					

4. New Admissions & Late Joiners

Class	Number of New Admissions	Books Issued	Pending	Follow-Up Date

Action Taken:

5. Stock & Inventory Review

- Opening stock: _____
- Books received: _____
- Books issued: _____
- Balance stock: _____
- Damaged books: _____
- Replacement requested: Yes / No

6. Issue Record Verification

- Issue register updated: Yes / No
- ERP inventory updated: Yes / No
- Parent/student acknowledgment obtained: Yes / No
- Reconciliation completed: Yes / No

7. Observations

Strengths:

1. _____
2. _____

Issues Identified:

1. _____
2. _____

8. Corrective Actions Taken

Issue	Action Taken	Responsible	Timeline

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9. Final Status

- ☐ 100% Distribution Completed
- ☐ Minor Pending Cases (Expected Closure Date: _____)
- ☐ Vendor Delay – Under Follow-up

10. Conclusion

The textbook and stationery distribution process was monitored systematically to ensure timely issuance, proper vendor coordination, and accurate documentation. Special attention was given to new admissions and late joiners to avoid academic disruption.

Prepared By (Admin/Store Incharge): _____
Signature: _____

Verified By (Coordinator): _____

Approved By (Principal): _____

School Seal: _____